



BROADVIEW POLICE DEPARTMENT

2350 S. 25th Avenue - Broadview, Illinois 60155

Thomas Mills

Chief of Police

708-345-6550

Fax 708-681-0248

Full-Time Administrative Clerk – Police Department

JOB SUMMARY: The Village of Broadview Police Department is seeking candidates for a full-time position in the Police Department.

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO:

Answering phones and referring calls to the appropriate offices, completing correspondences, scheduling appointments, assisting visitors and maintaining day to day calendar. Other clerical duties to include, but not limited to; being proficient with a personal computer, e-mails, photocopying, maintaining records, compiling data from available sources in order to complete daily, monthly and yearly Department reports, filing and retrieving files, maintaining supplies, receiving invoices and being familiar with accounts receivable process. The candidate will be required to learn various functions of the Departments and Villages computer systems in order to; complete payroll, provide reports to the public, process departmental citations and complaints, process and maintain the department Immobilization file, prepare court documentations in relation to subpoenas and transmittals.

SALARY: \$40,000 per year including medical, dental and vision insurance; two (2) weeks' vacation, three (3) Personal Days and eleven (11) Paid Holidays; and Illinois Municipal Retirement Plan (IMRF) participation.

Hours: Monday – Friday 8:30 am – 4:30 pm

SELECTION: Candidate screening process consists of an application with review, skills testing, employment assessment, interviews, reference checks, and other verifications. Chosen candidate will be subject to a background check and criminal history investigation, and qualifying pre-employment medical examination and drug screen.

APPLY BY: Downloading an application from the Village of Broadview website: www.broadview-il.gov. Submit a resume and application to LeTisa Jones, Village Administrator, ljones@broadview-il.gov. Deadline for submitting resume and application is May 15, 2022.